

**COVER PAGE**  
**EXECUTIVE OFFICE OF PUBLIC SAFETY AND SECURITY**  
**OFFICE OF GRANTS AND RESEARCH**

**United States Attorney, District of MA Project Safe Neighborhood Initiative**

**1.) Name of Organization/Office:** Massachusetts Department of Public Health/W.A. Hinton State Laboratory

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**2.) CEO/District Attorney:** John Auerbach, Commissioner

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**3.) Chief Financial Officer:** Debora Collins

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**4.) Project Title:** Improved Efficiency of Forensic Drug Testing

**5.) Exact Funds Requested:** \$ 20,000

**6.) Project Manager:** This is the person who will be contacted by EOPS for most questions.

**Name:** Julianne Nassif

**Title:** Director, Division of Analytical Chemistry

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I hereby approve the following content and authorize the submission of this "Application for Grant Funds" to the Executive Office of Public Safety and Security/Office of Grants and Research for the United States Attorney's "Project Safe Neighborhood" grant opportunity.

(name)\*

\*

\*

**Authorized Signature /CEO**

**Signature (blue ink)**

**Date**

## GOALS AND OBJECTIVES WORKSHEET

(Make as many copies of this worksheet as necessary) If needed (but not required) you may summarize or provide greater detail regarding your goals in an attached document prior to completing this worksheet.

**Goal#\_1\_:** Expedite analysis of drug seizures associated with federal prosecution of cases.

**Objective#\_1\_:** Develop infrastructure needed to rapidly identify and assign cases related to federal anti-gang initiative.

ACTIVITY	TIMELINE	PROCESS/PERFORMANCE MEASURE	PERSON RESPONSIBLE
Streamline process for identification of samples involved in federal prosecutions	April- June, 2011	<ul style="list-style-type: none"> <li>• Collaborate with US Attorneys Office to determine a practical and efficient mechanism for rapid notification that cases are intended for federal prosecution.</li> <li>• Develop &amp; refine written guidelines for case identification.</li> </ul>	Elisabeth O'Brien US Attorneys Office
Ensure federal samples are assigned to chemists on a priority basis.	April- June, 2011  Project period	<ul style="list-style-type: none"> <li>• Review &amp; refine the standard operating procedure for assignment of federal samples.</li> <li>• Monthly evaluation of efficiency and modifications as needed</li> </ul>	Elisabeth O'Brien Evidence Officers
Ensure consistency and quality of expedited analyses.	June-October, 2011	<ul style="list-style-type: none"> <li>• Update written standard operating procedure for expedited analysis of federal samples.</li> </ul>	Charles Salemi Analytical staff

**EVALUATION AND IMPACT OUTCOME ASSESSMENT: (bullet instruments or tools being utilized here and attach additional documentation describing evaluative methods-maximum two pages)**

<ul style="list-style-type: none"> <li>• Performance is successful if the indicated policies developed and documents are written. Evaluation of their efficacy will be assessed no later than October 2011 and necessary modifications implemented.</li> <li>• Target measures include: rapid assignment of identified federal cases (within 1 working day). Assignment times will be captured in the Drug Laboratory computer application.</li> </ul>

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**Goal# 1 : Expedite analysis of drug seizures associated with federal prosecution of cases**

**Objective# 2 : Reduce turnaround time required for analysis of drug seizures associated with federal prosecution.**

ACTIVITY	TIMELINE	PROCESS/PERFORMANCE MEASURE	PERSON RESPONSIBLE
Priority assignment of cases to chemists for analysis.	April 1, 2011 – March 31, 2012	<ul style="list-style-type: none"><li>Cases are assigned within one working day of identification.</li></ul>	Elisabeth O'Brien Evidence Staff
Evidence is analyzed in accordance with laboratory standard operating procedures for expedited testing of federal samples.	April 1, 2011– March 31, 2012	<ul style="list-style-type: none"><li>Identified cases are given the highest priority. After hours/ weekend work is authorized for timely completion.</li><li>Testing is complete within seven calendar days.</li></ul>	Analytical Staff Charles Salemi
Laboratory results of expedited tests are reported to US Attorneys office.	April 1, 2011– March 31, 2012	<ul style="list-style-type: none"><li>Report results within 1 working day of completion.</li></ul>	Elisabeth O'Brien Administrative staff

**EVALUATION AND IMPACT OUTCOME ASSESSMENT: (bullet instruments or tools being utilized here and attach additional documentation describing evaluative methods-maximum two pages)**

<ul style="list-style-type: none"><li>The evidence office supervisor will monitor times for the following variables: assignment, testing and reporting and using the Drug Lab computer application prepare monthly management reports for the Director.</li><li>Reports will be reviewed jointly and if necessary, modifications to processes will be implemented.</li><li>Results reporting to the US Attorneys will be assessed quarterly using computer and survey techniques.</li></ul>

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**Goal# 2: Decrease backlog of forensic drug evidence awaiting testing.**

**Objective# 1: Test an average of 200 more specimens/ month than the laboratory receives.**

ACTIVITY	TIMELINE	PROCESS/PERFORMANCE MEASURE	PERSON RESPONSIBLE
Analyze pending evidence giving highest priority to cases involving trafficking in communities with anti-gang initiatives. Test additional samples in the backlog as resources permit.	April 1, 2011– March 31, 2012	<ul style="list-style-type: none"><li>• Authorize after hours and weekend end work to analyze evidence in the backlog.</li></ul>	Elisabeth O'Brien Charles Salemi Analytical & Administrative staff

**EVALUATION AND IMPACT OUTCOME ASSESSMENT: (bullet instruments or tools being utilized here and attach additional documentation describing evaluative methods-maximum two pages)**

<ul style="list-style-type: none"><li>• Drug laboratory database is used to quantify the number of pending samples from the backlog were analyzed with the PSN resources.</li><li>• Sample turn around time for high priority cases is compared to TAT prior to PSN funding.</li></ul>

